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1934

Instructions to Presiding Officers and Candidates

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Annual Examinations
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A.—INSTRUCTIONS TO PRESIDING OFFICERS

Prior to the examinations Presiding Officers will make themselves thoroughly familiar with all the instructions contained herein.

Appointment of Presiding Officers

1. At each centre there shall be a Chief Presiding Officer and such Assistant Presiding Officers as may be required under Instruction 15, below.

2. The Presiding Officers shall be nominated by the Public School Inspectors, subject to the approval of the Minister. Such approval may be assumed unless the Inspector is notified to the contrary.

3. Except with the approval of the Minister, every Presiding Officer shall be an experienced teacher now engaged in teaching or inspecting schools, preference being given, in order, to the holders of (*a*) Permanent High School, (*b*) Permanent First Class, (*c*) Permanent Second Class certificates with at least three years' experience.

Shipment and Care of Question Papers

4. The bag containing the question papers will be shipped by express, charges collect, to the home address of the Chief Presiding Officer or to the examination centre, as may be directed by the Public School Inspector, in ample time for the examinations. Concurrently, a card of advice will be mailed to the Presiding Officer at his home address.

5. On the receipt of the bag from the Department or the Inspector, *the Presiding Officer shall become responsible for the safekeeping of it and its contents until the examination is concluded.* He shall see that the seal is intact. The bag can be opened by cutting the cord, and when opened, the names of the subjects and the number of envelopes containing question papers shall be verified with the time table and with the lists of candidates. The number of question papers in each envelope is indicated on the envelope. Should any question envelope be missing, he shall *telegraph the Department at once.*

6. The question papers shall be kept in a safe or in a room with the windows securely fastened and the doors locked by cylinder locks. If the Presiding Officer is not satisfied as to the security of the papers by the foregoing means he shall obtain a padlock and chain, which he shall fasten around the neck of the bag in such a way as to make it impossible for anyone to gain access to its contents except by ripping open the bag. In any case the bag containing the question envelopes shall be locked in a room or cupboard or secured by means of the padlock and chain to some immovable or ponderous object. The Presiding Officer shall keep in his possession all the keys that are supplied with the locks for the room or the padlock. *The Presiding Officer shall spare no effort to ensure the safekeeping of the papers. In case of mishap he will be held personally responsible to the Minister.*

Preliminary Arrangements

7. Prior to the first day of the examinations, the Chief Presiding Officer shall meet the Assistant Presiding Officers and carefully go over the examination instructions, making sure that each instruction is thoroughly understood and that the Assistant Presiding Officers are fully conversant with their duties.

8. The Presiding Officer shall satisfy himself that all necessary arrangements are made by the School Board in due time for the examinations. He should personally consult the Principal of the school at which he is to preside in order to obtain his advice and co-operation with a view to making the best possible arrangements and to securing the necessary supplies. If the trustees have not placed a clock in each room used for examination purposes, the Presiding Officer shall have power to hire the use of one for each room during the time required for the examinations and to charge the cost thereof as part of the expenses of the examinations.

9. All diagrams or maps having reference to the subject of examination shall be removed from the room, and books, papers, etc., from the desks; all arrangements shall be completed, and the necessary stationery distributed at least *fifteen minutes* before the time appointed for the commencement of the first subject of the examination, and at least *five minutes* before each other subject is begun.

10. In each examination room, candidates, whether writing on the same subjects, or on different subjects, shall be seated at least five feet apart.

Special Instructions

11. If there is sufficient accommodation and if sufficient question papers have been received, the Presiding Officer shall admit Middle and Upper School candidates whose applications were not received by the Inspector by the prescribed date. He shall enter the names of such candidates at the foot of the Form (170) in which he records the amount of the fees received, giving such additional information as may be required. See note under Section 26 (4) below. This Form and the prescribed fee with one dollar additional and the candidate's application, shall be forwarded to the Inspector. This additional fee shall not be charged a Middle or Upper School candidate who desires to take a paper in addition to the papers for which he made application by the prescribed date.

12. In the case of a candidate who for any reason fails to present himself or is unable to present himself for the examination in a subject on the half-day specified in the time table for such subject the Presiding Officer shall not, under any circumstance whatsoever, permit such candidate to take the examination in the subject concerned on a half-day other than that specified in the time table.

13. In the case of a candidate who, through illness, withdraws from the examination room and who does not hand in an answer book, or in the case of one who refuses to hand in an answer book, the Presiding Officer shall make a special note of the fact on the tally list as well as on the list (Form 170) on which the fees are recorded.

14. The Presiding Officer shall exercise necessary vigilance at all times while the candidates are writing. He shall not remain seated, but shall move about so that he may observe the candidates from different parts of the room. The Presiding Officer shall not give his attention to any matter (such as the reading of books or papers) other than that which pertains to his duties as Presiding Officer. He shall take every possible precaution to make it impossible for the instructions to candidates to be violated without his knowledge.

15. The Presiding Officer at a centre shall not preside over his own pupils, over pupils prepared in his own school, or over candidates for other than Ontario Departmental examinations. He shall not have under him at one time more than twenty-five candidates.

16. *No person except the Presiding Officers shall be present with the candidates in any room at the examination;* and at least one Presiding Officer shall be present during the whole time of the examination in each room occupied by the candidates. *No conversation or noise which might disturb the candidates shall be allowed in the vicinity of the examination room.*

17. The Presiding Officer shall explain to the candidates the manner in which the name slips are to be attached to the answer envelopes. He shall exercise great care in distributing the proper number and kind of envelopes and examination books and in accounting for such envelopes and examination books as have been distributed. At the close of the examination in each paper **the Presiding Officer shall inspect every desk** in order to satisfy himself that no candidate has omitted to hand in all his examination books.

18. Immediately prior to the opening of each question envelope, as specified in No. 19, the Presiding Officer shall hand the unopened envelope to two witnesses, who shall be Assistant Presiding Officers or senior candidates, and ask them to examine the envelope carefully, seals, flaps and edges, in order to fully satisfy themselves that the question envelope has not already been opened or tampered with by anyone. For the same purpose immediately after the Presiding Officer opens the question envelope and takes out the question papers he shall hand the empty envelope to the same two witnesses in order that they may thoroughly examine the inside of the envelope. The Presiding Officer shall then ask witnesses to sign the declaration on the back of the envelope. If the witnesses observe any particulars which are not in accordance with the declaration, they shall note these exceptions below the declaration on the lower flap of the envelope.

19. *Punctually* at the time appointed for the commencement of each examination the Presiding Officer shall, in the examination room and in the presence of the Assistant Presiding Officers or of the candidates, open the envelope containing the question papers, in the manner directed on the envelope, and give the question papers to the assistant officers and to the candidates. The papers of only the subject or subjects required shall be opened at one time. Until the examination in a subject is over, no question papers other than those which the candidates receive shall be taken out of the room.

20. *Punctually* at the expiration of the time allowed, the Presiding Officer shall direct the candidates to stop writing, and cause them to hand in their answer papers immediately, duly fastened in the envelopes.

21. The Presiding Officer shall enter the names of the candidates for the Middle and Upper School examinations on the tally lists in the same order as found in the official list (Exam. Form 108); names of extra candidates shall be added after the names of those on the official list. The Presiding Officer shall keep the tally list on his desk and as each answer paper in any subject is handed in (and he shall carefully note the superscription on the envelope), he shall check the same by entering the figure "1" opposite the name of the candidate.

(1) The Presiding Officer while engaged in receiving and checking the answer papers at the close of each examination period shall take every possible precaution to prevent collusion between candidates at a time when his attention might be supposed to be diverted from the general supervision of the examination room.

(2) After the papers are handed to the Presiding Officer he shall not permit the answer envelopes to be opened, and he shall be responsible for their safekeeping until transmitted to the Department. The answer papers shall be kept securely locked in the bag or in a safe or in a room with the windows securely fastened and locked with cylinder locks. The Presiding Officer shall keep in his possession all the keys that are supplied with the locks.

Supplies

22. The necessary stationery includes pens, blotting paper, black ink of a uniform colour, and the authorized examination books. At the beginning of each examination period each candidate shall be given **one** examination book and one answer envelope, and other books as required during said period. No paper, examination book or other book shall be brought into the room by any candidate.

23. (1) In order to facilitate the answering of questions on the Middle School Algebra and Arithmetic and the Upper School Physics, Geometry and Trigonometry, which may require the drawing of graphs, the candidates at such examinations shall be given sheets of squared paper. The Presiding Officer shall see that a sufficient supply of the squared paper is provided by the School Board concerned.

(2) For use on papers requiring geographical location, outline maps, where required, have been prepared by the Department and will be found in the envelope with the question papers.

(3) The Presiding Officer shall hand out one sheet of squared paper or an outline map with each question paper requiring its use. Additional sheets may be given, one at a time, to candidates as required. Great care shall be taken in accounting for all sheets distributed.

(4) The Presiding Officer shall require each candidate to attach each sheet and outline map, as soon as received, to the top of one of the ruled pages of his examination book. A gummed margin has been provided for this purpose at the top of the reverse side of the sheet.

(5) For the Upper School paper in Trigonometry the Presiding Officer shall see that each candidate is provided with logarithmic and interest tables. These tables may also be used, if required, for the Upper School paper in Algebra.

Answer Envelopes

24. Presiding Officers shall see that candidates use the correct answer envelopes as follows:

(1) Model Entrance candidates use the envelopes designated (in green ink), "Examination for Entrance into the Model Schools."

(2) Middle School candidates use the envelopes designated (in red ink), "Middle School Examination."

(3) Upper School candidates use the envelopes designated (in black ink), "Upper School Examination."

(4) Candidates for more than one of the above examinations shall place their answers for the different examinations in the respective envelopes as indicated above.

Collecting and Forwarding Fees

25. Candidates are required to pay the prescribed fee on *each* day of their examinations. (See Instruction 5, Section B, below.) With a view to facilitating the collection of the fees with a minimum amount of inconvenience, and to rendering it unnecessary for the Presiding Officer to interfere in any way with the candidates while they are writing, the following instructions are given:

(1) The fee slips, a supply of which will be found in the bag, shall be distributed with other material specified in Instructions 22-24 above, one slip being placed in full view on each desk.

(2) Before distributing the question papers, the Presiding Officer shall instruct the candidates to fill in the fee slips. Each candidate shall enter his name, the name of his examination and of the subject, and the amount of the fee ($1.00) or (75c) as the case may be and place the slip and the fee on his desk. The Presiding Officer shall then collect the slip and the fee, taking care in the case of each candidate to check the one with the other before proceeding to the next candidate. He shall follow this procedure before the commencement of the examination on each paper. Presiding Officers are advised not to accept cheques.

(3) As soon thereafter as convenient, and before the close of the examinations each day, the Presiding Officer shall check the slips and the fees with the lists of candidates.

(4) The Presiding Officer shall then make out from Form 108, a list showing the names of the candidates (in alphabetical order, sexes not to be separated), and the fees paid. The Form (Examination Form 170) for this purpose will be found in the bag.

Note.—In the case of a Model Entrance, Middle, or Upper School candidate who did not make application to the Inspector by the prescribed date, and whose name, therefore, does not appear in Form 108, the Presiding Officer shall collect from him $1.00 in addition to the prescribed fee (see Instruction 1, Section B below), and he shall also require him to submit an application for the examination. Such application shall be satisfactory, especially in respect of the certificate required re Supplementary Reading. The name of such candidate shall be entered at the foot of the list (Form 170), with the entry, "Late candidate," opposite.

26. (1) On the last day of the examinations, the Presiding Officer shall forward to the Public School Inspector (*a*) Form 170, and (*b*) the total amount of fees received from such candidates, (*c*) Form 108 and the applications of late candidates. In all cases the fee slips shall be retained by the Presiding Officer as his check on the fees received.

Note 1.—Before forwarding the fees and the lists of candidates to the Public School Inspector, the Presiding Officer shall carefully check Form 170 with the fee slips handed in by each candidate and with the tally list, and make sure that the fees collected agree with the number of answer papers handed in by the candidates. In the case of a candidate who is found to have paid fees in excess of the amount prescribed for the number of papers on which he has written, the Presiding Officer shall make the necessary refund to such candidate.

Note 2.—In the case of a candidate who fails to hand in an answer paper to a subject to which he has been admitted he shall not be entitled to a refund of the fee paid therefor. A note of the case shall be made in Form 170.

27. The Inspector, on the receipt of the lists and the fees, shall check the same, divide the total amount received according to instructions (see Instruction 40 below), forward to the School Board its share and the balance to the Department, together with Form 170. He shall retain Form 108 and the applications of late candidates.

Making Reports and Returning Answers to the Department

28. The Presiding Officer shall report to the Department at the close of the examination in the "remarks" column of the Diagram Blank (Exam. Form 21) any particulars in which the instructions, etc., were not observed and shall mention any facts regarding the examination that he deems expedient to have brought to the attention of the Department. The Presiding Officer and his assistants shall sign a declaration that in all other respects the instructions and regulations were fully complied with.

29. The Presiding Officer, as part of his report to the Department, shall send a diagram of *each room* on the Form provided (Exam. Form 21), showing the position occupied by each candidate and Presiding Officer during the examination in each subject.

30. (1) The Presiding Officer shall arrange the answer papers so that all the answers of each candidate for examination are sent together in the same shipment (except as specified in (2) below) and in the order in which their names appear in the list of candidates for the examination. To facilitate this, elastic bands have been supplied, one for each candidate's set of answers.

(2) Where a candidate takes papers belonging to different examinations, such papers are to be divided according to the examinations taken and each parcel sent with those of the other candidates for these examinations.

31. (1) The prompt return of the answers to the Department at the close of the respective examinations is essential, and may be greatly facilitated if the answers are sorted at the close of each day's examination.

(2) The tally list of each examination shall be returned in its respective bag with the candidates' answer envelopes. See Instructions 33 and 34 below.

(3) The declaration and diagram report (Exam. Form 21), and the reports on special cases such as illness of candidates, shall be forwarded to the Deparment by post on the respective days that the answers are forwarded. For this purpose a special envelope will be found in the bag.

32. The answers of the candidates taking the Model Entrance examination, together with the corresponding tally list shall be securely tied and returned promptly at the close of this examination in a separate bag.

33. The answers of candidates taking (1) the Middle School examination, (2) the Upper School examination, together with the corresponding tally lists, shall be securely tied in separate parcels, and returned promptly at the close of these examinations, or as otherwise directed, in one of the bags provided.

34. (1) Each bag shall be so tied that the words, "The property of the Department of Education," will be outwards. The shipping tag shall be securely attached to the strap on each bag.

(2) All the express charges shall be prepaid, and no commercial value shall be placed upon the bags and contents.

35. (1) All surplus question papers shall be given at the close of the examinations to the Principal of the school.

(2) All surplus answer envelopes, fee slips and name slips shall be returned to the Department in one of the bags containing candidates' answers.

(3) The packages of empty question envelopes having the declarations of the witnesses thereon, shall be tied together in a parcel and returned to the Department in the bottom of one of the bags containing the candidates' answers.

Expenses of the Examination and Scale of Fees

36. The Treasurer of the School Board of the school where the examination is held shall pay, on the certificate of the Public School Inspector, the incidental expenses of the examination, including the cost of stationery, express charges, etc.

37. The Treasurer of the School Board of a school where the examination is held shall pay, on the certificate of the Public School Inspector:

(1) To the Public School Inspector, for preparing in duplicate the list of candidates (Examination Form 108), the sum of $3.00, provided that the number of candidates writing does not exceed twenty, and for each additional ten candidates or fraction of that number, one dollar in addition. It is to be understood that the number of applications received, and not the examinations on which the candidates write, will determine the amount paid for this service.

(2) To each Presiding Officer, $8.00, and to each Assistant Presiding Officer, $6.50 per diem, for presiding at the examinations, and return railway fare or the ordinary cost of conveyance from and to his usual place of residence.

38. The examination fees are as follows.

(1) In centres not in a District or a Provisional County:

Model Entrance (maximum $5.00)—per paper	$1.00
Middle School (maximum $10.00)—per paper	1.00
Upper School (maximum $15.00)—per paper	1.00

(2) In centres in a District or a Provisional County in the case of candidates whose actual place of residence is therein:

Model Entrance (maximum $5.00)—per paper	75c
Middle School (maximum $10.00)—per paper	75c
Upper School (maximum $15.00)—per paper	75c

Note.—If the fees for the examinations which a candidate desires to take amount to more than $15.00, only $15.00 shall be required.

39. Attention is directed to the disposition to be made of the fees. Sixty per cent. of the total fees collected under Instructions 25 and 38 for the above examinations for any centre shall be sent to the Department and the balance to the School Board or other body that bears the expenses of the examination. **The additional late penalty fees collected under authority of Instruction 1, Section B, shall be forwarded to the Department without division.**

Note.—The Inspector is requested to forward the fees due the Department per bank draft or money order.

B—INSTRUCTIONS TO CANDIDATES

Previous to the examination Principals shall read and carefully explain to their candidates the following instructions:

Under present conditions, it is not practicable for Presiding Officers to read the instructions to the candidates. They should, however, inform them that they are expected to make themselves familiar with the instructions already in their hands on the reverse side of the time table.

1. Candidates shall forward their applications to the Public School Inspector so as to reach him not later than May 1st. In no case shall the application be sent to the Department. Candidates who desire to write at the University shall submit their applications to the Registrar of the University. If a candidate, through an oversight, should neglect to have his application duly sent to the Inspector, he may present himself at the examination, when the Presiding Officer is at liberty to admit him, provided that the application is satisfactory, and there is the necessary accommodation, and that a sufficient number of question papers has been received. An additional fee of $1.00 shall be exacted by the Presiding Officer from a Model Entrance, Middle, or Upper School candidate who presents himself in this way.

2. A candidate for a University Scholarship shall make special application therefor to the University concerned. He shall also make application to the Public School Inspector for the Middle or Upper School examination, or both, as the case may be.

3. Each candidate shall satisfy the Presiding Officer as to his personal identity, and any person detected in attempting to personate a candidate shall be reported to the Department. The Presiding Officer is authorized to refuse the application of any candidate who presents himself at any centre other than that nearest his usual place of residence, unless the candidate's explanation of his course in so presenting himself is in every way satisfactory to the Presiding Officer.

In the case of a candidate who has already submitted his application, if he desires to write one or more of his papers at a centre other than that nearest his school or his place of residence, he shall make application through his Principal to the Department for permission to do so.

4. Candidates shall be in their allotted places before the hour appointed for the commencement of each examination. If a candidate be not present till after the appointed time, he shall not be allowed any additional time. No candidate shall be permitted, on any pretence whatever, to enter the room after the expiration of an hour from the commencement of the examination. The Presiding Officer is authorized to refuse admission even within the hour if the candidate's explanation is in any sense unsatisfactory, or if he has reason to suspect collusion between the newly admitted candidate and other candidates.

5. Candidates shall take with them into the examination room, when presenting themselves for examination in *each* subject, the exact amount of the examination fee prescribed ($1.00) or (75c) as the case may be, and shall place it on their desks for collection as instructed by the Presiding Officer. The maximum fee for the Model Entrance examination is $5.00; for the Middle School, $10.00; and for the Upper School, $15.00.

6. A candidate shall not leave the room within *one hour* after the distribution of the question papers in any subject; and if he leave after that period, he shall not be permitted to return during the examination in such subject.

7. Every candidate shall conduct himself in strict accordance with the instructions.

He shall not take into the room or have in or on his desk any book, notes, paper or anything from which he may derive assistance. He shall not talk to another candidate; he shall not give or receive assistance of any kind whatever. Should he violate these instructions his examination will be cancelled and he may be debarred from presenting himself at any Departmental examination for two years.

Should the Presiding Officer obtain clear evidence of the violation of these instructions at the time of its occurrence, he shall cause the candidate concerned to leave the room at once; he shall strike his name from the list of candidates; and he shall not permit him to return to the room during the remaining part of the examination. If, however, the evidence be not complete at the time, or be obtained after the close of the examination, the Presiding Officer shall report the case to the Department.

8. For the examinations in Mathematics and Physics candidates shall provide themselves with a ruler (showing millimetres and sixteenths of an inch), a pair of compasses and a protractor.

9. A candidate shall not use any paper or book other than that provided. He shall write the name of the subject of examination very distinctly at the top of his book. **He shall not, however, write his name or any distinguishing mark or symbol on his book, nor shall he tear any paper from his book or insert therein any matter not pertinent to the examination.**

10. Candidates are also reminded that the Presiding Officer is not allowed to make *any explanation* or other statement regarding the probable meaning of any question or to *give any advice* as to what question should be answered by the candidates or how any question should be answered.

Should an error appear to have been made in any question, *no attention* shall be drawn to it during the time of examination by either the Presiding Officer or any of the candidates. Candidates may, however, at the end of the examination period submit the matter to the Presiding Officer, who, if he consider it necessary, will report on the matter to the Department at the close of the examination.

11. Every candidate shall write his answers and full solutions on the ruled side of the leaves of his examination book or books (if more than one be needed); he shall use the unruled side in preparing the answers in rough where necessary. He shall fold his examination book (or books) once across, place it in the envelope provided by the Presiding Officer, seal the envelope, write on the outside of the envelope the subject of examination only, and, on the slip provided, his name in full (surname preceding), and then securely fasten the slip to the envelope, as instructed by the Presiding Officer. Each candidate shall hand in all the answer books he has used.

12. In case of the illness of any candidate affecting his examination, he shall request the Presiding Officer to report full particulars to the Department immediately at the close of the examination. This report shall be accompanied by a medical certificate, stating precisely the nature of the illness and its time and duration. Other occurrences interfering with the candidate's examination shall be reported at the same time. Certificates received or circumstances reported after this date will not be considered.

13. The answer papers of all candidates are read carefully by boards of Associate Examiners selected from the successful teachers of the Province. All papers on a subject are valued according to a uniform scale of marks decided upon by the Examiner-in-Chief in consultation with a committee of Associate Examiners in charge of that subject.

Before the results are made up, the answers of candidates who fail by not more than a reasonable margin in any paper are immediately re-read. Candidates who still fail in this supplementary reading are sent statement indicating in what papers their answers have been re-read.

Besides the precautions outlined above, the addition and transferring of marks are carefully checked on all answer papers.